



EYEWEAR | LENSES | CASES

The Company

Dunelm Optical Company Ltd is a traditional manufacturing and wholesale optical company based in Spennymoor, a profitable business with a turnover in excess of £4m. It markets its own range of spectacle frames, cases and accessories and provides a prescription lens service to independent opticians.

The Role

The company is seeking to recruit an experienced Financial Controller to undertake all aspects of financial management.

The role will lead the finance function and reports directly to the MD. The company is keen to find an experienced, confident and personable individual to be responsible for taking an accounts department and drive it forward to the next level in a pro-active and robust manner.

A progressive approach, with the appetite to manage change is essential. There is a requirement for a Financial Controller with good accounting software knowledge; the current system is bespoke so you will need to be able to adapt and take on a system you have not used before.

The successful candidate will be a key member of the Senior Management Team. They will be commercially minded coupled with a willingness to 'get stuck in'. They will be strong commercially, and have a passion for being involved in the wider business, working with the management team, to maximise profit, cash flow and growth.

It is an autonomous role with full responsibility for overseeing a team of 3 and taking control of the financial reporting including timely preparation of monthly management accounts, variance analysis, balance sheet reconciliations, and management reports on sales, margins and costs. Whilst ensuring all financial reporting is accurate, equally as important is the ability to forecast for the future and provide commercial support to the Senior Management Team.

Key Tasks

The role will cover, but not be limited to the following duties:

- Managing all aspects of the financial and accounting operation
- Preparation of timely monthly management accounts - P&L, Balance Sheet and variance analysis
- Preparation of budgets and financial forecasts
- Weekly cash and working capital management
- Management of all banking facilities, including foreign exchange and invoice discounting, with associated monthly returns and reconciliations
- Review budgets regularly to look for cost reduction opportunities
- Oversee and comply with the filing of the statutory requirements of the company including preparation of annual statutory financial statements

- Oversee finance department in day to day operations, including developing, training and mentoring the existing finance team
- Identify areas for process and systems improvement and implement change
- Develop and implement operational best practice to drive efficiency and cost control
- Comply with external audit requirements, including managing the year-end audit process
- Oversee credit control management
- Maintain relationships with external parties and statutory bodies; bank, auditors, solicitors, HMRC
- Introducing and improving upon existing internal controls and procedures to streamline the business activities
- Other areas of responsibility: administration of HR, company insurance, pension schemes and healthcare policies
- Positively challenging the management team around budgets, commercial proposals, expenditure and financial results

Core skills

- Qualified accountant
- Pro-active and driven with a passion for process and systems improvement
- First class interpersonal skills
- Confidence in forecasting and preparing budgets
- Cashflow management
- Excellent IT skills
- High attention to detail
- Critical thinking

Core Experience

- System improvements and an ability to develop new ways of working to streamline operations and processes
 - Proven staff management, training and development, including an ability to deal equally as well with finance and non-finance colleagues.
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